Contact details

David Young

07708 239635

xoz@live.co.uk

About me

As a young person who has recently left college, I am keen on finding a job. I am self-motivated, well presented, and I strive to be innovative and effective in the work I do. I have a professional vision on carrying out tasks, giving my full attention.

With my positive attitude with key communication skills, I always present a smile which improves the image of a company. I am able to work alone and within a team, showing my initiative and key skills in productivity.

I am experienced with IT and general computing, in all aspects including graphical design, software development, website design and development but my strong point is the addition and removal of hardware as well as building computer systems for myself or friends as I have previously carried out,

I can work under pressure and meet deadlines when required, and can adapt to the work environment easily. I have a proactive approach to any work undertaken. I am able to work well with numbers, and my English is very understandable, written to a professional standard using correct grammar and punctuation.

Summary

A conscientious, reliable individual who has a keen interest in IT in addition to good technical knowledge and skills. Good problem solver who is determined not to be beaten by a problem and will work hard until the problem has been solved. A supportive team member who also works quickly and accurately on own initiative. Keen to utilise current skills in an IT related role, quick to learn and willing to undertake any further training.

Please turn to the next page.

A+ GCSE Grades and qualifications

GCSEs

GCSE Mathematics: ***B***
GCSE English: ***C***
GCSE English literature: ***C***
GCSE ICT: ***Distinction***
GCSE Science: ***B***
GCSE Additional Science: ***C***
GCSE Religious Studies: ***C***

Qualifications

Painting and decorating - ***Level 1 certificate***
Painting and decorating - ***Level 2 certificate***
Information and Technology - ***Level 2 OCR national***

Qualities

Excellent customer service and interpersonal skills
Able to develop effective solutions to problems
Capable of being learnt and learning other people
Honest and hardworking
Competent to prioritise and organise
Openness to new ideas
Flexible, adaptable, motivated and reliable
Positive attitude and energy

Educational background

Primary school: St Osmund's
Secondary School (2005-2010)
Bolton Community College (2011-2013)

Availability

Desired Job Type: Permanent
Desired Status: Full time, Part time
Date of Availability: Immediately
Willing to relocate: Yes
Willing to travel: Yes

Employment history and experience

A & D Carpets - June 2010 – September 2010

Working for Andy and Derek's carpets, I learnt valuable experience that I am able to include in day to day life.

✓ Greeting customers into the showroom in a polite and friendly manner

✓ Liaising with customers: obtaining requirements, work out measurements and give basic quotations

✓ Listening to customer requirements and presenting appropriately to secure sales

✓ Removal of old flooring prior to cleaning, levelling and sealing the floor when required

✓ Measuring floor space and carrying out estimates of required materials

✓ Cutting and trimming carpet to fit along wall edges and openings

✓ Stretching carpet to align with walls and ensuring a smooth surface

✓ Pressing floor covering in place over tack strips, using staples, tape and tacks to secure into place

✓ Wearing protective clothing whilst adhering to health, fire and safety regulations

Along with the above points, I also worked inside the shop based closely to the town centre, meeting and greeting customers, logging orders, calculating prices and helping with decisions.

Summary and closing notes

Some of my interests include tinkering with computers, mobile devices and other things similar, and enjoy the use of Adobe Photoshop to create website design mock ups, logo designs, graphical designs, and other similar aspects.

In my spare time I like to stay up to date with news, spend my time leisurely and also help out friends. I help my friends in different ways, ranging from emotional help to physical help and technological help.